

## Simmons University – Major Gift Officer

### The Role – Major Gift Officer

The Major Gift Officer (MGO) will partner with faculty and the University Advancement team to grow the culture of philanthropy with graduate alumnae/i at Simmons. Simmons graduate community encompasses 40,000+ alumnae/i. The MGO's portfolio will concentrate on the Social Work and Library and Information Science graduate alumnae/i.

This position may be based in Metro Boston or in the Southeast.

Simmons University is seeking an experienced and entrepreneurial major gift officer who will utilize proven practices and new ideas to engage and re-engage with graduate alumnae/i as they take the major gift program to new heights. Reporting to Assistant Vice President, Capital Giving, the MGO will partner closely with faculty, university leaders, and Advancement colleagues to cultivate donor relationships, engage more graduate alumnae/i, and increase overall financial support at this critical time in the University's history. The ideal candidate will have a passion for applying their donor-centered individual giving fundraising skills to raise funds for an educational institution rooted in social justice and women-centric values.

### Responsibilities

- Manage a portfolio of 150 major gift prospects and donors, meeting expectations for annually articulated solicitation and revenue goals.
- Effectively and efficiently move prospects through the donor pipeline to successfully close major gifts.
- Create opportunities to conduct a minimum of 100 substantive interactions annually, involving institutional leadership, faculty, and high-level volunteers, when appropriate, to efficiently cultivate, solicit, and steward leadership gift prospects and donors.
- Partner with colleagues across University Advancement to create comprehensive solicitation strategies that support mutually shared goals and lead to the identification of new high-level prospects.
- Collaborate with Donor Relations colleagues to ensure that managed prospects are receiving appropriate levels of stewardship and engagement, and to prepare proposals and gift agreements.
- Develop and articulate a deep knowledge of Simmons University's culture and history, its fundraising priorities, academic, extra-curricular, and athletic programs.

### Experience & Qualifications

- ✓ BA or BS degree required, with at least 5-7 years of frontline leadership or major gift fundraising
- ✓ Experience with - and proficiency in - donor database software, and an intermediate command of Microsoft Word and Excel
- ✓ Excellent written and verbal communication skills and a proven track record of successful portfolio management and major gift closures

- ✓ Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- ✓ Demonstration of a strong commitment to diversity, equity, and inclusion in a values-driven organization

The position is benefits eligible. The Simmons University FY23 Benefits Highlights can be found [here](#).

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. Simmons is committed to creating, developing, promoting, and enhancing inclusive hiring practices—at all levels, for all positions—ensuring diverse talent pools and the delivery of a consistent positive candidate experience. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body, and curriculum.

To explore this opportunity further, please send your resume (with the subject line “Simmons MGO”) in confidence to:

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